



# City of Milpitas

## Announces a job opportunity for **Human Resources Assistant**

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**Annual Salary Range:**      **\$10.00 – \$17.68**  
**Final Filing Date:**        **Friday, June 12, 2015**

### **About the Position**

Milpitas Human Resources is seeking applicants for an HR Assistant temporary, part-time opportunity with an average of 20-29 hours per week. While the primary responsibility will be to support our recruitment efforts, the HR Assistant will be responsible for performing a variety of tasks in support of the City's Human Resources Department.

**Examples of Duties** – duties may include, but are not limited to, the following:

- Assist and coordinate recruitments and examinations; prepare job announcements and advertisements; administer and score tests; notify candidates of application/employment status; prepare certification lists.
- Maintain eligible candidate lists; provide names of eligible to department representatives upon appropriately approved requests.
- Contact applicants by phone and/or e-mail, and schedule in-person interviews
- Assist with planning and preparation of oral boards, and assist in day-of-event coordination and management
- Provide support to additional HR functional areas, to include performing a variety of administrative tasks as necessary
- Answer phones, print/copy documents, filing, mailing and prepare correspondence

### **Ideal Candidates Will Possess the Following Attributes**

- Demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality
- Possess and exhibit a strong and genuine interest in working with people and the ability to interact at all levels of the organization
- Superior verbal and written communication skills and detail-orientation a must
- Ability to handle confidential and sensitive information
- Dependable, reliable & trustworthy
- Computer-savvy, with experience with word processing, spreadsheet, and presentation software particularly desirable

## **Minimum Qualifications**

### **Education:**

High School Diploma. Bachelor's degree from an accredited college or university with major course work in human resources administration is highly desirable.

### **License and Other Requirements**

Possession and maintenance of valid California Driver's License is required.

### **Special Requirements**

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an oral board interview. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

